**COLORADO**
Department of Health Care
Policy & Financing

# Provider Web Portal Quick Guide – Linking the TPID and Pulling an 835

If a Provider has a Trading Partner ID (TPID), the TPID can be linked to the Web Portal account:

1.  If planning to use the trading partner ID to send and receive files (including the 835) for one unique location (one Provider Portal registration) **follow the instructions in this sheet.**
2.  If planning to use the trading partner ID to send and receive files (including the 835) for multiple locations (multiple Provider Portal registrations), the locations will need to be linked to the TPID. Follow this link for instructions.

Note: A TPID is needed to pull an 835 (because it is an X12 HIPAA compliant file). The RA can be pulled without a TPID, but not an 835.

If a TPID is not available, please follow these instructions to enroll as a Trading Partner.

## 1. Linking a TPID to a Web Portal account

### 1. Log into the Provider Web Portal

### 2. Click on My Profile
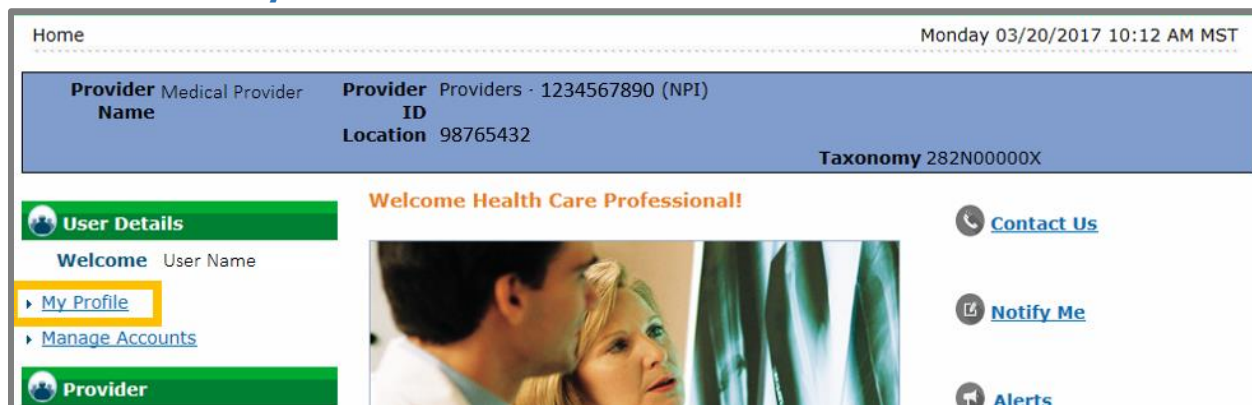


### 3. Under My Profile, click Add Role

**4. Choose Provider Trading Partners from the dropdown, enter in the TPID and Trading Partner Name, then click Submit**

**Roles**

\* Indicates a required field.

Select the role you wish to add, fill out the role information then click the **Submit** button, or click **Cancel** to go back.

|  |  |
|---|---|
| **Current Roles** | Providers |
| **\*Available Roles** | Provider Trading Partners |
| **\*Trading Partner ID** | 1234567 |
| **\*Trading Partner Name** | Test TPID |

**Submit**  **Cancel**

**5. Click OK to close the confirmation box**

**My Profile**  ?

**Contact Information**

✔ **My Profile** ☒

You have successfully registered as a Provider Trading Partner with the Healthcare Portal.

**OK**

Display

Phone Nu

Current

**Edit**

**Roles**

**6. Go back to the Web Portal home page and click Manage Accounts**

Home          Monday 03/20/2017 10:12 AM MST

| **Provider Name** | Medical Provider | **Provider ID** | Providers · 1234567890 (NPI) |
|---|---|---|---|
|  |  | **Location** | 98765432 |

Taxonomy 282N00000X

**User Details**

**Welcome**   User Name

▸ My Profile
▸ Manage Accounts

**Provider**
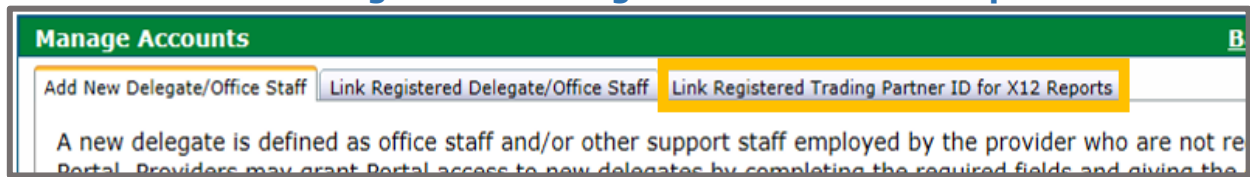
**Welcome Health Care Professional!**

📞 **Contact Us**

📭 **Notify Me**

🔔 **Alerts**
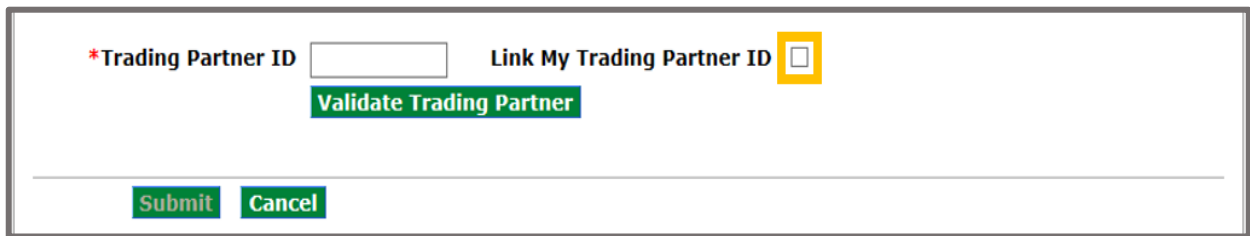
### 7. Click the Link Registered Trading Partner ID for X12 Reports tab

**Manage Accounts**          **B**

| Add New Delegate/Office Staff | Link Registered Delegate/Office Staff | Link Registered Trading Partner ID for X12 Reports |

A new delegate is defined as office staff and/or other support staff employed by the provider who are not re
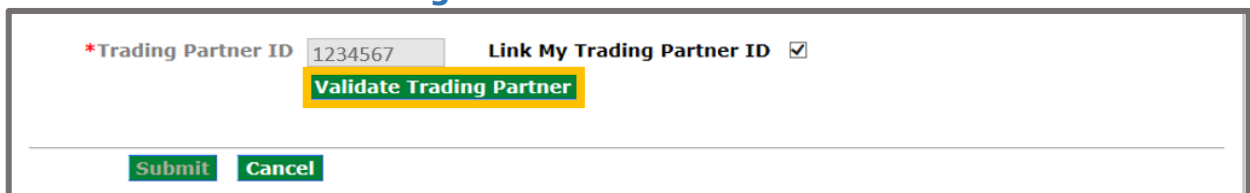Portal. Providers may grant Portal access to new delegates by completing the required fields and giving the

### 8. Click the Link My Trading Partner ID checkbox

The Trading Partner ID will pre-populate into the Trading Partner ID field
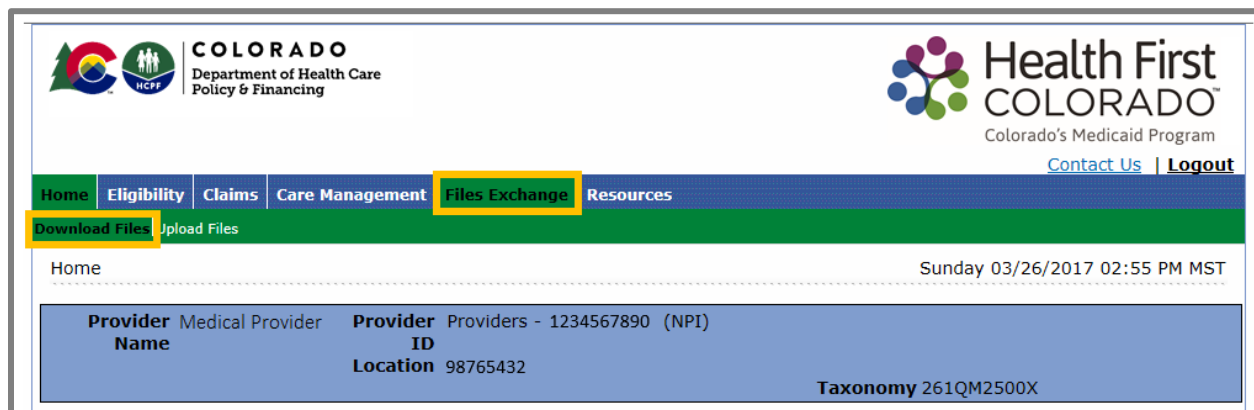
*Trading Partner ID [＿＿＿＿＿]    **Link My Trading Partner ID** ☐

**Validate Trading Partner**

**Submit**  **Cancel**

### 9. Click Validate Trading Partner

*Trading Partner ID [1234567]    **Link My Trading Partner ID** ☑

**Validate Trading Partner**

**Submit**  **Cancel**

**10.**     **Check the boxes next to the reports to upload or download as the Trading Partner (only the reports that passed testing will show up) and click Submit**



**11.**     **Click Confirm**



**12.**     **Click OK to close the confirmation box**

## 2. Pull an 835 (or other X12 Report)

1. **From the Web Portal home page, click Files Exchange → Download Files**

**If the TPID was just linked, the Files Exchange tab may not show up – log out and back in.**



2. **Choose whether to download a new file or a previously downloaded file, the file type, and date range**



3. **Click on the link for the file to download**

### 4. Open or Save the downloaded file

Depending on browser and/or computer set-up, the screen may not look exactly like the image below.



# Need More Help?

Please visit the Quick Guides and Webinars web page to find all the Provider Web Portal Quick Guides.